

# SMALL BUSINESS PERSON OF THE YEAR FOR 2004

U.S. Small Business Administration Nomination Form  
Seattle District Office

Individuals who 1) own and 2) operate or bear principal responsibility for operating a small business are eligible. Partners who jointly own and operate a small business may be nominated as a "team," so long as the number of individuals in a single nomination does not exceed four persons. SBA's size standards apply in defining a business as small.

All information must be on this form -- no attachments will be accepted. This form should not exceed four pages. Failure to furnish all of the requested information may disqualify the nominee. Nominations must be typewritten and signed. Financial information will be kept confidential. Complete and submit Form 898 with nominations.

Nominee's Full Name: \_\_\_\_\_

Occupation/Title of Position: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone Number: (Business) \_\_\_\_\_ (FAX) \_\_\_\_\_ (Home) \_\_\_\_\_

NAICS Code: \_\_\_\_\_

Sponsor's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Business or Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ (FAX) \_\_\_\_\_

Give a one-paragraph description of the nominee's business or profession/occupation.

Give a concise statement clearly describing why the nominated individual deserves recognition as the Small Business Person of the Year:

**DEADLINE: FRIDAY, NOVEMBER 15, 2003  
TO THE SEATTLE DISTRICT OFFICE**

## **SELECTION CRITERIA FOR SMALL BUSINESS PERSON OF THE YEAR**

**NOTE:** In addressing the following items, please relate specifically how the **nominee**, not the business, fulfills the selection criteria below:

- I.       **Staying Power** - a substantiated history as an established business.
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
- II.      **Growth in number of employees** - a benchmark to judge the impact of the business on the job market. Please include current number of full-time and part-time employees.

**IV. Current and Past Financial data substantiating the improved financial position of the business.**  
(Profit and loss statements and balance sheets for the past three years will be required from the State winner.)

	<u>2000</u>	<u>2001</u>	<u>2002</u>
Total Assets	_____	_____	_____
Total Liabilities	_____	_____	_____
Revenues	_____	_____	_____
E.B.I.T.	_____	_____	_____
Net Worth	_____	_____	_____

**V. Innovativeness of Product or Service Offered** - illustrations of the creativity and imagination of the nominee.

**VI. Response to Adversity** - examples of problems faced by the business and the methods used to solve them.

